



Virg Bernero, Mayor

**CITY OF LANSING  
NOTICE OF JOB VACANCY**

**GENERATION OF THIS POSTING IS TO ESTABLISH A POOL OF ELIGIBLE CANDIDATES SEEKING POLICE TRAINEE RECRUIT SPONSORSHIP OPPORTUNITIES WITHIN THE CITY OF LANSING POLICE DEPARTMENT FOR ENROLMENT INTO THE AUGUST 2015 MID-MICHIGAN POLICE ACADEMY SESSION.**

**THE CITY OF LANSING GIVES PREFERENCE TO QUALIFIED LANSING RESIDENTS IN HIRING FOR ALL CITY EMPLOYMENT**

**NOTE:** FAILURE TO SUBMIT THE REQUIRED DOCUMENTATION/INFORMATION BY THE STATED DEADLINE WILL PRECLUDE YOU FROM FURTHER CONSIDERATION.

**Class Title: Police Trainee (Recruit Sponsorship)**

**Dept. /Division: Police**

**Salary: \$21,663.44/yr. (\$42,206.55 Upon Completing the Police Academy)**

**\*Only Police Trainee Applications Will Be Considered During This Time \***

1. **MUST BE AVAILABLE TO WORK NIGHTS, WEEKENDS, AND HOLIDAYS AND ON AN OVERTIME BASIS.**
2. Must be at least nineteen (19) years of age or older
3. Must be legally eligible to work in the United States
4. Must possess a valid Michigan Driver's License at time of employment and possess a satisfactory driving record.
5. Must not have pending, or have been convicted of any felony charges and pass a criminal history record check.
6. Must meet physical standards as determined by the City's Medical Director.
7. Possess good moral character as determined by a favorable, comprehensive, and extensive background investigation covering school and employment records, home environment, and personal traits and integrity.

Candidates seeking consideration with the City of Lansing Police Department sponsorship **MUST** complete the City of Lansing online application available on the City website and download and submit other required documents listed under the Additional Police Trainee Recruit Sponsorship Documents heading on the City of Lansing website at <http://www.lansingmi.gov/jobs> by the application deadline of **May 15, 2015**. **This includes submitting the required documentation listed from the LPD Checklist download the LPD Checklist from the City website.**

Candidates **MUST** also take the online Michigan Commission of Law Enforcement Standards (MCOLES) Reading & Writing test. A cost of \$68.00 is associated with taking the MCOLES Reading & Writing test for all applicants. Band A or Band B scores are required for MCOLES Reading & Writing testing. Band C and Band D scores are not acceptable. **Test results are available upon completion and a copy of MCOLES Reading & Writing test scores MUST be received to the City of Lansing Department of Human Resources, 8th floor, 124 W. Michigan Avenue, Lansing MI, 48933, Attn: Regina Wilson by 5:00 p.m. on May 23, 2015.**

Candidates **MUST** also register to take the Michigan Commission of Law Enforcement Standards (MCOLES) Physical Agility test. A cost of \$45.00 is associated with taking the MCOLES Physical Agility test. Only a Pass status is required for MCOLES Physical Agility testing. **A copy of MCOLES Physical Agility test scores MUST be received to the City of Lansing Department of Human Resources, 8th floor, 124 W. Michigan Avenue, Lansing MI, 48933, Attn: Regina Wilson by 5:00 p.m. on May 23, 2015.**

ALL CANDIDATES participating in MCOLES Physical Agility testing **MUST** have the MCOLES Physician's Health Screening form completed by your examining physician or physician assistant prior to participating in MCOLES Physical Agility testing. The MCOLES Physician's Health Screening form is available for download on the City of Lansing website: <http://www.lansingmi.gov/jobs> under the MCOLES Physician Health Screening heading.

**EDUCATION & EXPERIENCE REQUIREMENTS:**

High School Diploma or GED and a minimum of one (1) year or more equivalent life experience such as: internships, coaching, volunteerism, etc. in order to apply.

Associate's Degree is preferred. Candidates who possess an Associate's Degree **MUST** submit Official College Transcripts. (Must be enclosed in a sealed envelope – mailed directly from the college to the City of Lansing Department of Human Resources, 8th floor, 124 W. Michigan Avenue, Lansing MI, 48933, Attn: Regina Wilson).

A Proof of Transcript Request receipt from the college/university **MUST** accompany the application packet if unable to immediately provide Official College Transcripts.

**PHYSICAL CAPACITY REQUIREMENTS:** This position requires the individual through assistance or on their own to perform the following actions: standing, walking, running, climbing, jumping, crawling, dragging heavy objects/persons, lifting, pulling, pushing, listening, speaking, twisting, turning, bending, crouching, hearing no lower than 35 dB HL in each ear, color vision, and visual acuity without correction must be at least 20/100 in each eye with a binocular vision of 20/100, correctable to at least 20/20 in each eye with lenses.

**Reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions with or without reasonable accommodations. Should you need any disability related accommodation in the application and/or selection process, please contact the City of Lansing Department of Human Resources office.**

Full job descriptions containing the Required Knowledge, Skills & Abilities, Essential Job Functions and Environmental Conditions are available upon request and will be distributed to candidates selected to participate in the selection process.

Application and additional required documentation must be submitted to the following address, no later than **May 15, 2015**.

Documents may also be received by the application deadline in the City of Lansing Career Center Drop Box located on the 1st floor of the City Hall lobby OR mailed to:

CITY OF LANSING DEPARTMENT OF HUMAN RESOURCES  
8th floor, 124 W. Michigan Avenue, Lansing, Michigan 48933, Attn: Regina Wilson  
Monday – Friday, 8:00 a.m. - 4:30 p.m., (517) 483-4004 (Voice/TDD)  
([www.lansingmi.gov](http://www.lansingmi.gov))

**THE CITY OF LANSING DEPARTMENT OF HUMAN RESOURCES WILL NOT ACCEPT HAND DELIVERED DOCUMENTS.**

**THE CITY OF LANSING IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE IN ITS POLICIES OR PRACTICES ON THE BASIS OF RELIGION, RACE, COLOR, NATIONAL ORIGIN, GENDER, SEXUAL ORIENTATION, AGE, MARITAL STATUS, HEIGHT, WEIGHT, ARREST RECORD, OR DISABILITY OF ANY INDIVIDUAL.**